

Date: August 24, 2022

SC.2022.06

Grantee: Friends of Chosewood Park

Project Location: Chosewood Park

Grant Funds Awarded: \$2,500

Reporting Deadlines:

Final Report: March 1, 2023

Project Summary: Grading, drainage, and hardscape near the tennis courts

Grantee agrees to all terms below:

1. Project

- a. To implement Small Change Grant Project SC.2022.06 as outlined in the proposal submitted by the Grantee to Park Pride with the following requirements:
 - i. Project has received all necessary permits and approvals prior to start of construction.
 - ii. Park Pride must receive Signed Grant Agreement prior to start of project.
- b. To complete the project by March 1, 2023.

2. Volunteer Workdays

- a. To comply with all parks department regulations and policies regarding workdays.

3. Budget

- a. To match the grant funds on a 1:1 basis.
- b. Volunteer labor to complete any budget relieving project task can count as In-Kind Matching Funds valued at the Independent Sector annual volunteer rate (2022: \$29.95). Professionals providing in-kind services may charge their normal rate, provided they are able to supply a Certificate of Insurance and W9.
- c. To obtain advance approval from Park Pride for any significant changes in scope or budget. *Budget changes cannot exceed more than 5% of the overall project budget.*

4. Reporting & Documents

- a. Provide electronic before & after photos from the same view/perspective (JPEG format, minimum 300dpi, 600+preferred).
- b. Submit Final Report by the Grant Activities Deadline listed above.
- c. Submit appropriate match documentation including receipts, paid invoices, and volunteer waivers.

5. Notification

- a. To notify Park Pride in the case of:
 - i. Any change in contact information of the project or Friends of the Park Group
 - ii. Significant changes to the project scope or budget
 - iii. Any other development that may significantly affect the project
- b. To notify Park Pride at least **4 weeks in advance** in the case of:
 - i. Groundbreaking events
 - ii. Ribbon cutting events
 - iii. Event collateral to be published
 - iv. Permanent sponsor recognition such as: signage, benches, donor walls, bricks

6. Communications & Media

- a. To participate in informal email and phone check-ins initiated by Grants Administration.
- b. To include Park Pride mention or logo in any list of contributors, signage, press releases, flyers or other event collateral related to the project. Please contact Rachel Maher, Director of Communications for official logo and approval at rachel@parkpride.org.

7. Hold Harmless

- a. To hold harmless Park Pride, its officers, agents and employees from any and all claim for damages or injuries to persons or property that may be sustained as a result of the performance of the Grantee or his agents in connection with this agreement.

Park Pride agrees:

- 1. To provide to *Friends of Chosewood Park* a matching grant of not more than \$2,500 to implement Small Change Grant Project SC.2022.06 as described in this Grant Agreement.
- 2. To release grant funds as project expenses are incurred upon receiving the following from the Grantee (final 10% will be held until receipt of the final report):
 - a. Press Release (required for initial disbursement of funds)
 - b. Supporting documentation of Matching Funds raised and spent
 - c. Complete [Request for Funds form](#)
 - d. Invoices, receipts, or purchase orders to support the Current Request
 - e. Volunteer Hours documented through submitting the [sign-in waiver](#)

Terminating Conditions:

Based upon its sole judgement, Park Pride may, after notification of intent to Grantee, cancel participation in said project including the release of any remaining grant funds, in the event Park Pride finds any one of the following:

- Grantee has failed to abide by the terms of this agreement
- Such cancellation is necessary to comply with requirements of law
- Grantee has failed to make substantial progress in the current project

Park Pride, Inc.

Friends of Chosewood Park



Signed
Kayla Altland, Program Manager

Signed
Grant Contact

8/24/2022
Date

8/25/2022
Date